

# Checklist for Renewal of Day Labor Business

Date of Interview: \_\_\_\_\_ Investigator: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Day Labor Business Name: \_\_\_\_\_

Have    Need

- |       |       |  |
|-------|-------|--|
| _____ | _____ | The annual & renewal fee for a Day Labor Business permit is One Hundred Fifty {\$150.00} Dollars. Permits for the operation of day labor business shall be annual permits which expire on December 31 of each year |
| _____ | _____ | Application ( <b>Must be Signed &amp; Notarized</b> )  |
| _____ | _____ | <b>Certificate of insurance</b> - Liability insurance of not less than \$1,000,000   |
| _____ | _____ | A statement of no sales/use tax due, from the KCMO Finance Department dated within the preceding 90 days from the date of application (City Hall, Finance Department, 414 E 12 <sup>th</sup> Street, 513-1173)     |
| _____ | _____ | A copy of the Inspection Form and Notice of Hazard stating the business is in compliance (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100                       |
| _____ | _____ | <b>Inspectors Requirement</b> – Visit the facility and use the “Day Labor Business Requirements” checklist to make sure that the facility has met all of the requirements by the ordinance                         |

*Day labor business* - Any enterprise, other than a labor union or a not-for-profit organization, engaged in procuring or providing persons to perform temporary unskilled work at a site other than the premises in which (1) the day laborers are paid, by the day labor business or a third party employer, each work day or on the business day following the work day, and ( 2) persons arrive at the premises to make application for work as a day laborer, to obtain assignment for day labor, to obtain transportation to a day labor site or to obtain payment of wages or benefits for day labor. For purposes of this definition, "unskilled work" means work involving physical tasks for which the (1) the worker is not required by law to hold a professional or occupational license, or (2) the employer or contractor controlling the site of the work does not require the worker to have (a) a high school diploma or its equivalent, or (b) education beyond high school, or (c) relevant vocational education or (d) demonstrated proficiency with a specified type of machinery to be used in the work, but does not include white collar, secretarial, clerical or professional work.